
DETERMINING NEED

Determine the valid need hours for each parent/substitute parent (P/SP) at application redetermination, and when a change in work or activity hours is reported that results in a positive change. Bridges will determine the authorization based on the actual need hours entered.

Calculate the actual need hours considering:

- Time spent in the activity. See BEM 703 to determine if a particular activity may be approved.
- Meal periods during the work or school day.
- Study, tutoring and required lab time.
- Travel time from the child care provider to and from the activity.
 - Add 10 hours of travel time per pay period for each need reason.
 - P/SPs requiring more than 10 hours of travel time per pay period, per need reason, must provide documentation supporting the need. The local office can approve the additional hours, if reasonable.

Round the biweekly figure up to the next whole hour if it includes a fraction and enter the calculated figure into Bridges. Bridges will adjust and authorize to the correct:

- 20 hours.
- 40 hours.
- 60 hours.
- 80 hours.
- 90 hours.

Note: Hours of need are based on the P/SP's schedule, not the child's schedule.

Example: Sally works nine hours per day (eight work hours + one hour lunch) Wednesday through Friday each week. Sally's valid need hours are 64 hours per pay period, including 10 hours of travel time. Enter into Bridges the actual biweekly valid need hours of 64. Bridges will convert to the appropriate tier, which would be 80.

**Need in Two-
Parent Household**

If there are two parents/substitute parents for the child, compare the work schedule of both parents. Deny the application if the need hours do not overlap. Enter into Bridges the actual valid need hours for each parent.

Example: Sandy and Jeff are a two-parent household with overlapping need hours. Sandy's valid need hours are 90 hours per pay period, including 10 hours of travel time. Jeff's valid need hours are 48 hours including 10 hours of travel time. Since Jeff has the fewest need hours, determine authorized hours based on his need hours of 48. Bridges will convert to the appropriate tier, which would be 60.

**Documenting the
Need
Determination**

Document each need determination in the case record. This documentation must include:

- Calculations used to arrive at the need determination.
- The source of the information used in the need determination.

Note: The case comments section in Bridges can be used to document the need.

LEGAL BASE

Child Care and Development Block Grant of 1990, as amended,
Public Act 6 of 2015
45 CFR Parts 98 and 99
Social Security Act, as amended, Titles IV A, IV E, XX